



# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 34]

भोपाल, शुक्रवार, दिनांक 23 अगस्त 2013—भाद्र 1, शक 1935

## भाग ४

### विषय-सूची

(क) (1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन,	(3) संसद में पुरःस्थापित विधेयक.
(ख) (1) अध्यादेश,	(2) मध्यप्रदेश अधिनियम,	(3) संसद के अधिनियम.
(ग) (1) प्रारूप नियम,	(2) अन्तिम नियम.	

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)—कुछ नहीं

भाग ४ (ग)

### अन्तिम नियम

आदिम जाति कल्याण विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 13 अगस्त 2013

क्र. एफ 4-9-2013-1-पच्चीस.—भारत के संविधान के अनुच्छेद 309 के परन्तुक्त द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए मध्यप्रदेश के राज्यपाल, एतद्वारा, मध्यप्रदेश, आदिम जाति, अनुसूचित जाति तथा पिछड़ा वर्ग कल्याण, अधीनस्थ सेवा (तृतीय वर्ग अलिपिकीय) भरती नियम,

1994 में निम्नलिखित संशोधन करते हैं, अर्थात्:—

### उक्त नियमों में संशोधन

(4) अनुसूची-चार में सरल क्रमांक 3 के सम्मुख कालम क्रमांक 1 से 6 में अंकित प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियां स्थापित की जाएं, अर्थात्:—

विभाग का नाम	उस सेवा या पद का नाम जिससे पदोन्नति की जानी है	सेवा की न्यूनतम कालावधि	उस पद का नाम जिस पर पदोन्नति की जानी है.	विभागीय पदोन्नति समिति का नाम	अभ्युक्ति
(1)	(2)	(3)	(4)	(5)	(6)
आदिम जाति कल्याण विभाग.	सहायक शिक्षक [ऐसे सहायक शिक्षक जो गणित, विज्ञान, सामान्य विज्ञान, भाषा (अंग्रेजी, हिन्दी, संस्कृत, उर्दू) विषय में स्नातक तथा शिक्षक प्रशिक्षण प्राप्त हो].	5 वर्ष	उच्च श्रेणी शिक्षक (गणित, विज्ञान, सामान्य विज्ञान एवं भाषा).	1. कलेक्टर अथवा कलेक्टर द्वारा नाम निर्दिष्ट अधिकारी—अध्यक्ष. 2. सहायक आयुक्त, आदिवासी विकास/ जिला संयोजक, आदिम जाति कल्याण—सदस्य सचिव. 3. जिला शिक्षा अधिकारी—सदस्य. 4. वरिष्ठ प्राचार्य, उ. मा. वि.—सदस्य.	

- टिप्पणी.—**(1) सहायक शिक्षकों की पदक्रम सूची जिला स्तर पर विषय समूहवार रूप में—गणित, विज्ञान, सामाजिक विज्ञान, भाषा (अंग्रेजी, हिन्दी, संस्कृत एवं उर्दू) विषय सूची अनुसार पृथक् से तथा सहायक शिक्षकों की एक समेकित पदक्रम सूची के साथ पृथक्-पृथक् संशोधित की जाएगी. शिक्षक के पद पर इस पदक्रम सूची का उपयोग विषय समूहवार पदोन्नति हेतु किया जायेगा.
- (2) जिला स्तर पर शिक्षक संवर्ग की समेकित पदक्रम सूची सहायक शिक्षक के पद पर वरिष्ठता के अनुसार संधारित की जायेगी.
- (3) संपूर्ण प्रक्रिया में पारदर्शिता बरती जायेगी.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
संजीव श्रीवास्तव, उपसचिव.

## उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

### प्रथम परिनियम

Bhopal, the 22nd July 2013

No. R-324-cc-2013-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the first Statute of the Techno Global University Lateri Road (Near Gosala) Sironj, Dist. Vidisha (M. P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 under Section 35. The first Statute of the University shall come into force from the date of notification.

### THE FIRST STATUTE

By order and in the name of the Governor of Madhya Pradesh,

C. B. PADWAR, Dy. Secy.

**STATUTE NO. 01****Short Title, Scope and Commencement**

- (1) The "Statutes" means the Statutes of Techno Global University Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007( MP Act No 17 of 2007) and rules . If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

**STATUTE NO. 02****Definitions**

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rules shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (4) "Board of Studies" Means the Board of Studies of the University departments / faculties.
- (5) "Convocation" means the convocation of the University;
- (6) "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (7) "Decided by the University / University may decide / Decision of the University" means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (8) "Employee" means any person working on the payroll of the University.
- (9) "Faculty" means Faculty of the University listed in Statute No. 15.
- (10) "Regular Education" means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.

- (11) "Regulation" means regulation of the University.
- (12) "Rules" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- (13) "Scheme and Curriculum" means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (14) "Seal" means the common seal of the University.
- (15) "Sponsor" and/or "Sponsoring Body" means Techno India, a Trust incorporated in Kolkata, West Bengal under Indian Trust Act 1882
- (16) "Subject" means the basic unit(s) of instruction; teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.
- (17) "University" means "Techno Global University, Sironj, Vidisha, MP" established under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana avam Sanchalan) Adhiniyam 2007.
- (18) The terms "he", "him" and "his" include the feminine gender also.

### **STATUTE NO. 03**

#### **Seal of the University**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changed or amendment as deemed necessary for time to time. The University may also decided to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

### **STATUTE NO. 04**

#### **Objects of the University**

Apart from the objectives of the University described in section 3 of the Act, the University shall also have the following objectives:

- (1) To promote the Entrepreneurship to students and general public for the self employment and/or to the benefit of the society by creating entrepreneurs.
- (2) To create an Industry-Academia partnership by inviting Industry in the University campus and other university places for mutual benefits.
- (3) To promote joint research with industry, to offer consultancy to industry and others.
- (4) To provide instructions, teaching and training in higher education and to make provisions for research, advancement and dissemination of knowledge in various branches and specialized fields of Technology and related areas and subjects and to make provisions for research, advancement and

dissemination of knowledge therein. In future the new field of educations like Medicine etc will be introduced by the University.

- (5) To create higher levels of intellectual abilities;
- (6) To establish state of the art facilities for education and training;
- (7) To carry out teaching and research and offer continuing education programmes;
- (8) To establish off-campus centres, and study centres with the prior approval of the UGC and that of the State Government(s) where the centre(s) is/are proposed to be opened;
- (9) To make special provision for students domiciled to the State of Madhya Pradesh for admission in any course of the University
- (10) To create centres of excellence for research and development and for sharing knowledge and its application;
- (11) To institute degrees, diplomas, certificates and other academic distinctions on the basis of examination, or any other method of evaluation;
- (12) To collaborate with other colleges and/or universities, research institutions, industry and industry associations, professional associations, Government and Non-Government Organisation or any other organization, in India or abroad, to conceptualize, design, develop and launch specific educational and research programs, training programs, manufacturing programs and exchange programs for students, faculty members and others and towards fulfillment of the University objectives.
- (13) To collaborate or associate with advice, administer, control, develop, maintain or take over by the way of merger or otherwise any educational Institute, Organization or Industry.
- (14) To disseminate knowledge through seminars, conferences, executive education programs, community development programs, publications and training programs;
- (15) To undertake programs for the training and development of faculty members & Teachers of the University and other Institutions of India and abroad;
- (16) To provide consultancy to industry, Government, public and private organization;
- (17) To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council;
- (18) To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission or as may be prescribed by Sponsor from time to time.
- (19) To collaborate with other Universities, Research Institutions, Government organisations and non-Government organisations towards fulfillment of the University's objectives.

## **STATUTE NO. 05**

### **Appointment, Terms and Conditions and Power of the Chancellor**

- (1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall send the name, along with Biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act.
- (3) The Chancellor shall hold office till he resigns or the sponsoring body decides to nominate a different person as Chancellor. In that case, the Executive Committee of the sponsoring body shall, by simple majority, pass resolution to remove the existing chancellor and finalize the name of the new Chancellor. The Secretary/President of the Sponsoring Body shall send the decision of the sponsoring body, name, along with Biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, the new Chancellor shall be appointed by the Sponsoring Body.
- (4) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period will not exceed six months.
- (5) By the guidance of the Chancellor the university officers will to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (6) The Chancellor shall exercise general guidance over the affairs of the University.
- (7) The Chancellor shall not be entitled to receive any honorarium, expenses and allowances from the University.
- (8) In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.
- (9) The Chancellor may be writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the visitor and after Visitor's approval, shall accept his resignation and propose a new name to the visitor as per clause (1) of this statute.

## **STATUTE NO. 06**

### **Appointment, Terms and Conditions and Power of the Vice-Chancellor**

- (1) The Vice-Chancellor shall be appointed by the Chancellor as laid down in Section 17 of the act for a term of four years, provided that on expiry of his term, the same person shall be eligible for a fresh appointment.

Provided that a Vice-Chancellor shall continue to hold the office even after expiry of his term till a new Vice-Chancellor joins, however in any case this period shall not exceed six months.

Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor of the University of his own, without going through the selection procedure, for a period of two years to conduct the affairs of the university as per clause 17(5) of the Act

- (2) The Vice Chancellor will be the "Chief Executive Officer" of the University and it shall be the duty of the Vice-Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed. The Vice-Chancellor shall be the principal executive and academic officer of the university and shall exercise general superintendence and control over the affairs of the university and shall execute the decisions of various authorities of the university.
- (3) Apart from exercising all such powers as described in section 17 of the Act, the Vice Chancellor shall also exercise powers prescribed in the different Statutes.
- (4) The emoluments and other conditions of services of the Vice Chancellor at the time of appointment shall be such as decided by the Governing Body and as amended from time to time, provided that the pay, allowance and other service conditions shall be decided by the sponsoring body in conformity with UGC guideline.
- (5) The Vice Chancellor shall cause the budget to be made by the board of Management of the university. He may also decide to delegate his powers to other officers of the University.
- (6) The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

### **STATUTE NO. 07**

#### **Appointment, Terms and Conditions and Power of the Registrar**

- (1) The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body for a period of two years as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
  - (I) Vice Chancellor - (Chairman)
  - (II) Nominee of the Chancellor
  - (III) Two expert members approved by the Governing Body.
- (4) **Selection of Registrar :**  
 The University will follow the following procedure for the selection of the subsequent Registrar (other than the First Registrar):
  - i. The University would invite applications for the post through the process of by Invitation by Chancellor or by an advertisement in Web Site / Electronic Media or important News papers having wider circulation.
  - ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.

- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
  - iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (5) If a suitable candidate is not found in the first advertisement, for smooth and continuous functioning of the University the Governing Body may fill up the post by invitation or subsequent advertisements shall be issued processing as per clause (4).
- (6) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (7) If any time, upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar whose decision shall be final. Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (8) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (9) The age of retirement and other service conditions of the Registrar shall be as per UGC norm..
- (10) Duties of the Registrar shall include :
- i. Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
  - ii. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member - Secretary but he shall not have a right to vote.
  - iii. To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time. He will render desired assistance.
  - iv. The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellors/Vice Chancellor may desire.
  - v. He shall discharge all such functions as assigned to him by the Chancellor / Vice Chancellor of the University.
  - vi. The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice Chancellor.
  - vii. An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
- (11) The Registrar may be writing under his hand addressed to the Chancellor, resign his office.



**STATUTE NO. 08****Appointment, Terms and Conditions and Power of the Chief Finance & Accounts Officer (CFAO)**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the expert committee constituted for the purpose. However, the first CFAO shall be appointed by the Chancellor by Invitation or recommendation. The subsequent CFAO, other than the first CFAO, shall be appointed by the Chancellor on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:

(I) Vice Chancellor - (Chairman)

(II) Nominee of the Chancellor

(III) Two expert members approved by the Governing Body

- (4) Selection of CFAO

The University will follow the following procedure for the selection of the subsequent CFAO (other than the first CFAO).

- i. The University would invite applications for the post through the process of by Invitation by Chancellor or by an advertisement on Websites / Electronic Media or important newspapers having wider circulation.
- ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor.

- (5) If a suitable candidate is not found in the first advertisement, for smooth and continuous functioning of the University the Chancellor may fill up the post by invitation or subsequent advertisements shall be issued for processing as per clause (4)
- (6) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such suitable person as the Chancellor may appoint for the purpose.
- (7) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO
- (8) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (9) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.

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- (10) CFAO is a permanent post. The age of the retirement of the CFAO will be as per UGC guideline.
- (11) Duties of the CFAO shall include :
- The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
  - The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - He shall discharge all such functions as assigned to him by the Chancellor/Vice Chancellor of the University.

### STATUTE NO. 09

#### Governing Body

- Formation and functioning of the Governing Body shall be as laid down under section 22 of the act.  
  
Provided as per clause 30 of the Act, No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.
- The term of the nominated members of the Governing Body will be of three years.  
  
Provided that on the expiry of its term the nominated members shall be eligible for reappointment in accordance with Section 21 of the Act, 2007.
- In confirmatory to the clause 22(3) of the Act, the Governing Body shall be the supreme authority and principal governing body of the University.  
  
Provided, in case there is a conflict between power of the Governing Body and any other authority of the University (except the power of Visitor and Chancellor), the power and authority of the Governing Body will prevail.
- Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act, the Governing Body of the University shall have the following powers and duties.
  - To make, review and approve, from time to time, the broad policies plan and procedures and suggest measures for the improvement and development of the university
  - To make recommendation on any matter referred to it by the Chancellor.
  - To appoint the Statutory Auditors of the University
  - May make recommendations to the Sponsoring Body for the creation of new posts of Officers of the University
  - To lay down policies to be pursued by the University;
  - To approve the rules & regulations of the University created by Board of Management
  - To make new or additional Rules and regulations or amend or repeal the earlier Rules & regulations;
  - To review decisions of the other authorities of the University if they are not in conformity with the provisions of this Act, or the Rules and the regulations of the University;
  - To approve the budget and annual report of the University;

- j. To take such decisions and steps as are found desirable for effectively carrying out the objects of the University;
  - k. To exercise all the powers of the University as vested
  - l. To do all such other acts or things whether incidental to the powers aforesaid or not, as may be necessary to further the objects of the University;
  - m. To do all things necessary or expedient to exercise the above powers;
  - n. To take decision about voluntary winding up of the University;
- (5) The Board of Governors shall meet at least three times in a calendar year at such time and place as the Chancellor thinks fit.

## **STATUTE NO. 10**

### **Board of Management**

- (1) Formation and Functioning of the Board of Management shall be as laid down under Section 23 and with Section 21 of the Act.

Provided as per clause 30 of the Act, No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

Five members the Board of Management including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily seven days notice shall be given for all meetings of the Board of Management.

- (2) The term of the nominated members of the Board of Management will be of three years.
- (3) The Board of Management shall meet once in every two months at such time and place as the Vice-Chancellor thinks fit.
- (4) Powers and Functions of the Board of Management shall be:
- a. To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
  - b. (To prepare the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
  - c. To follow the Budget for Expenditure as approved by the Governing body.
  - d. To perform any other functions which may be assigned by the Governing Body / Chairman of the Board of Management / Statutes of the University.
  - e. To recommend to Governing Body for creating the post of other officers of the university.
  - f. To get the approval of the Governing Body before the implementation of such decisions of the Board of Management that may have bearing on the finances of the university.
  - g. To establish, maintain and recognize such Regional Centres, Campuses, Study Centres and Off-campus centres as approved by UGC and the State Government s) where the centre(s) is/are proposed to be opened
  - h. To launch any academic & research programs & courses, discipline of education which deemed suitable for meeting the objects of the University and awarding the suitable degree, diploma, certificate etc to the deserving candidates.

- i. To Create and amend the rules and regulations of the University to fulfill the objects of the University.
- j. To determine, demand and receive fees, bills, invoices and collect charges
- k. To make provisions for extracurricular activities for students and employees;
- l. The operation of the endowment fund, the general fund and the development fund;
- m. To appoint the faculties, teachers, officers and employees of the University or a constituent college, Regional Centres, Study Centres and Campuses, establish, maintain and recognize such Regional Centres, Study Centres and Campuses as approved by UGC and the State Government where the centre(s) is/are proposed to be opened;
- n. To receive donations and gifts of any kind and to acquire, hold, manage, maintain, lease, mortgage and dispose of any movable or immovable property, including trust and endowment properties for the purpose of the University or a constituent college or a Regional Center, Off-campus Centre or a Study Centre or other offices of the University;
- o. To create & manage the halls and places of residence for students, officers, faculties, teachers and employees of the University or a constituent college or other partners of the University at the main campus, and other campuses;
- p. To supervise and control the residence, and to regulate the discipline among the students and all categories of employees and to lay down the conditions of service of such employees, including their Code of Conduct;
- q. To create academic, administrative and support staff and other necessary posts;
- r. To cooperate and collaborate with other Universities and Institutions in such a manner and for such purposes as the University may determine from time to time;
- s. To offer programs on distance learning basis and continuing education and the manner in which such programs are offered by the University as per UGC Norm with prior approval of statutory bodies wherever applicable;
- t. To organize and conduct refresher courses, orientation courses, workshops, seminars and other programs for industry executives, teachers, developers of courseware, evaluator and other academic staff;
- u. To promote the entrepreneurship of the students by training, financial assistance or any other way which is required.
- v. To determine standards of admission to the University, constituent colleges and such Regional Centres, Off-campus Centres, Study Centres with approval of Academic Council, established after prior approval of statutory bodies wherever applicable;
- w. To make special provision for students belonging to the State of Madhya Pradesh for admission in any course of the University or in a constituent college, Off-campus Centres, Regional Centre or Study Centre, mentioned in (v) above;
- x. To prescribe such courses for Bachelor Degree, Master Degree, Doctor of Philosophy, Doctor of Science Degrees and Research and such other Degrees, Diplomas, Certificates etc.;
- y. To provide for the preparation of instructional materials, including films, cassettes, tapes, video cassettes, CD, VCD, DVD and other software;
- z. To recognize examinations or periods of study (whether in full or in part) of other Universities, Institutions or other places of Higher learning as equivalent to examinations or periods of study in the University and to withdraw such recognition at any time;

- aa. To recognize examinations or periods of study (whether in full or in part) of other Universities, Institutions or other places of Higher learning as equivalent to examinations or periods of study in the University and to withdraw such recognition at any time;
- bb. To create a Industry Academia partnership by inviting Industry in the University campus and other university centres for mutual benefits.
- cc. To raise, collect, subscribe and borrow with the approval of the Governing Body whether on the security of the property of the University, money for the purposes of the University
- dd. To enter into, carry out, vary or cancel contracts;
- ee. To participate in various tenders which have linkages with imparting education, accept them and execute them.
- ff. To do all such other acts or things as directed by the Governing Body;
- gg. To do all things necessary or expedient to exercise the above powers;
- hh. To do all the work of the Academic Council and Finance committee, till the of formation of Academic Council and Finance committee.
- ii. To do all things necessary or expedient to exercise the objective of the University.

#### **STATUTE NO. 11**

#### **Formation, Powers, Duties and Actions of the Academic Council**

(1) The Academic Council shall consist of the following members :

- i. Vice Chancellor. (Chairman)
- ii. Three Heads of the Departments by rotation
- iii. Three of the Professors of the University Teaching Departments by rotation
- iv. Two representatives from amongst the Scientist/ Educationists/ Technologists/ Industries nominated by the Chancellor.
- v. Successful entrepreneurs will be part of the academic council by invitation from the Vice Chancellors
- vi. Senior Managers of the corporate will be part of the academic council by invitation from the Vice Chancellor

Provided as per clause 30 of the Act, No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

- (2) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, and other person nominated by the Chancellor shall preside over the meeting.
- (3) The Registrar, shall be the Member- Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the vice Chancellor shall act as the Secretary.
- (4) One half of the members the Academic Council including the Chairperson or Five members including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily seven days notice shall be given for all meetings of the Academic council.
- (5) The term of the nominated members of the Academic Council will be three years.

- ✓ (6) Subject to the provisions of the Act, the Academic council shall have the following powers, duties and functions, namely,
- i. To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
  - ii. The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
  - iii. To promote research and related activities in the University.
  - iv. To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
  - v. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
  - vi. To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management to take appropriate action thereon.
  - vii. To make proposals to the Governing Body for allocating departments to the faculties.
  - viii. To make proposal to the Governing Body for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
  - ix. To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
  - x. To formulate, modify or revise schemes for the organisation and assignment of subjects to the faculties, and to report to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
  - xi. To recognise diplomas and degree of other universities and institutions and to determine their equivalence.
  - xii. To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
  - xiii. To consider academic related proposals submitted by the faculties/ departments of the University.
  - xiv. To approve the syllabus of the different courses/ subject submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
  - xv. To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
  - xvi. To publish syllabi of various courses of study, lists of prescribed or recommended text books for different subjects.
  - xvii. To appoint committee for admission of students in different faculties of the University.
- (7) To recommend to the Governing Body the rates of remuneration and allowances for the examination work.
- (8) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic council.
- (9) To report to make recommendation on any matter referred to it by the Chancellor or the Governing body, as the case may be.
- (10) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time.

**STATUTE NO. 12****Finance Committee**

(1) The Finance Committee shall consist of the following persons, namely:

- |       |  |   |                  |
|-------|--|---|------------------|
| (i)   | The Chancellor or his nominee                                      | : | Chairman         |
| (ii)  | The Vice-Chancellor  | : | Member           |
| (iii) | The Registrar  | : | Member           |
| (iv)  | Chief Finance and Accounts Officer                                 | : | Member Secretary |
| (v)   | One member of the Governing Body to be nominated by the Chancellor | : | Member           |

Provided as per clause 30 of the Act, No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

- (2) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (3) The Finance Committee shall meet at least twice in each academic year. A notice for the meeting of the Finance Committee shall be given so as to reach the Committee members at least fifteen days in advance of the meeting.
- (4) Three members of the Finance Committee, including Chairman, shall constitute the quorum at the meetings
- (5) Functions and powers of the Finance Committee shall be as follows:
- i. The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the BOM and shall put up to the Governing Body for its consideration and approval.
  - ii. The Finance Committee shall consider the annual accounts of the University prepared by the BOM and its recommendation thereon along with the annual budget, and shall put it up to the Governing Body for its consideration and approval.
  - iii. The Finance Committee may make its recommendations to the Governing Body to accept bequests, and donations of property to the University on such terms as it deems proper.
  - iv. The Finance Committee may recommend mechanisms and ways and means to generate resources for the University.
  - v. The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
  - vi. The Finance Committee shall advise the Governing Body on any question affecting its finances.
  - vii. The Finance Committee shall be responsible for the observance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.

**STATUTE NO. 13****Standing Committee**

(1) Standing Committee of the University shall be constituted as under :

- i. Vice Chancellor (Chairperson)
- ii. Registrar
- iii. CFAO
- iv. Deans of all faculties of the University.
- v. Three senior Heads of Departments of the University by rotation (their term being three years).

The Vice Chancellor can invite additional members to the standing committee as and when required.

Provided as per clause 30 of the Act, No act or proceeding of any authority or body of the university shall be invalid merely by reason of any vacancy or defect in the constitution thereof.

(2) The Registrar shall act as Secretary of the Standing Committee.

(3) Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice Chancellor.

One-third of the existing members of the Standing Committee and the Chairman shall constitute the quorum.

(4) Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one hour notice.

**STATUTE NO. 14****Examination Committee**

(1) The Board of Examination of each Subject shall consist of the following members :

- i. Head of the Department - Chairman.
- ii. Two senior most teachers of the Department (other than the head of the department).

(2) Board of Examination committee shall recommend to the Controller of Examination the names of Examination Paper Setters, Moderator and Examiner of different subjects. Vice Chancellor will have the right to add or delete names in the proposed list.



**STATUTE NO. 15****Faculties**

- (1) The University shall include the following faculties :
  - i. Faculty of Science
  - ii. Faculty of Life Science
  - iii. Faculty of Medicine
  - iv. Faculty of Home Science
  - v. Faculty of Engineering and Technology
  - vi. Faculty of Commerce (including commercial & Business Management)
  - vii. Faculty of Agriculture
  - viii. Faculty of Humanities
  - ix. Faculty of Law
  - x. Faculty of Education (including Physical Education)
  - xi. Faculty of Journalism and Mass Communication (Media)
- (2) Academic Council will start each faculty at the appropriate time.
- (3) Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.
- (4) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

**STATUTE NO. 16****Deans of Faculties**

There shall be a Dean for each Faculty. Vice Chancellor will nominate one of the faculty as the Deans of faculties for a period of three years,

Provided that:

- (1) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (2) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (3) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (4) The dean shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

## **STATUTE NO. 17**

### **Constitution of Faculties**

Each Faculty shall consist of the following members, namely:

- i. The Dean of the Faculty who shall be the Chairman.
- ii. The Heads of Departments of Studies in the Faculty.
- iii. All Professors in the Faculty.
- iv. One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

## **STATUTE NO. 18**

### **Power of the Faculties**

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

## **STATUTE NO. 19**

### **Board of Studies**

- (1) There shall be a Board of Studies for each Subject comprising of :-
  - i. All the teachers of the concerned subject.
  - ii. Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries, after approval of Vice-Chancellor from a panel of Five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided.
  - i. That the term of the chairman shall be three years, and after expiration of the term, the next/ senior most Professor/Reader shall be Chairman.
  - ii. That if there are more than one Subject in the department, the senior most Professor/Reader shall be the chairman for Board of Studies of that subject: in accordance to above (i).
- (3) The term of the Co-opted members of the board of studies shall be three years.

- (4) The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (5) Detailed syllabus of the different courses of the department shall be prepared by the board of studies and be submitted to the Academic Council for its approval and publication.
- (6) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of studies meeting shall be arranged at least once in a year.

## **STATUTE NO. 20**

### **Appointment of Teachers of the University**

- (1) One of the major objectives of this University is to create Entrepreneurs and as such the students will be encouraged for self employments. So the teachers need to be well versed with Industry and as far as possible suitable candidates with Industry background will be chosen as per UGC / other Regulatory Body norms.
- (2) For the teaching positions in the University namely the Professors, Readers / Associate Professors and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different of the University as per the need of the department.
- (3) The Board of Management also recommend to the Governing Body to abolish any post if it found that the utility of that post is no longer required.  
Provided, nothing in this section stops the University to reintroduce that post in future if the situation demands so.
- (4) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through via Invitation or through an open advertisement and selection process from time to time.
- (5) If the Selection process is through open advertisement
  - i. Teaching positions (Professors, Readers and Lecturers) shall be advertised in suitable electronic media or/and websites or/and daily newspapers of wide circulation clearly mentioning the essential qualifications and pay scale / consolidated pay for each advertised post
- (6) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications laid down by UGC / other Regulatory Bodies and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (7) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (8) The Selection Committee shall consist of the following members;
  - i. The Vice-Chancellor – Chairman
  - ii. Two subject expert nominated by the Vice Chancellor from a panel of five experts approved by the Chancellor

- iii. One member with Industry background.
- (9) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.
- (10) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
  - i. In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.
  - ii. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.
- (11) Full / part time Teachers already working (appointed by the sponsoring Body )
  - i. Teachers (Professor/Reader/Lecturer) who are already working and who are appointed on regular basis, by the sponsoring body in such constituent institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute.
  - ii. The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.
  - iii. In addition of the clause 11(i) & 11(ii), for the first three years, the Governing Body can send the existing faculties of other institution under it to the University as lien.

## **STATUTE NO. 21**

### **Categories of Non-Teaching Employees**

- (1) The following types of non-teaching employees will be employed by the University
  - i. Permanent / Probationary employees
  - ii. Contractual employees
  - iii. Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures

shall be as decided by the Board of Management.

## **STATUTE NO. 22**

### **Other Officers of the University**

(1) The following shall be the other Officers of the University :

i. Controller of Examination :

- a. Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.
- b. When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- c. The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

ii. Librarian:

The Librarian shall be a full time salaried officer of the University, and his appointment will be made by Vice-Chancellor, as per UGC norms.

iii. Dean Student Welfare (DSW) :

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

(2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be decided by the Board of Management.

## **STATUTE NO. 23**

### **Conferment of Honorary Degrees and Academic Distinctions**

(1)

- i. Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in

- writing through the Department. by any Faculty Member and Head of the Department will forward it to the Vice Chancellor.
- ii. On receipt of the proposal the Vice -Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
  - iii. At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a ballot.
  - iv. The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the Governing Body.
  - v. Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.

(2)

- i. In exceptional cases, Vice Chancellor will place a proposal for conferment of an Honorary Degree or Academic Distinction which to be submitted for approval of the Governing Body and shall be decided by a ballot of the members of the Governing body present and voting at the meeting.
- ii. The Vice Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
- iii. On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

(3)

In exceptional cases, Visitor and/or Chancellor may decide to honor a suitable candidate with an Honorary Degree or Academic Distinction which will be submitted for approval / post facto approval of the Governing Body. The Governing Body have to accept the such proposal / action performed.

## **STATUTE NO. 24**

### **Provision regarding Fee to be Charged from Students**

- (1) All the courses in the University will be run on self-finance mode. The following types of fees may be charged from the students;
  - i. Prospectus / Registration form
  - ii. Admission fees (where applicable)
  - iii. Tuition fees for the course

- iv. Technology Enhance Learning Fee
- v. Examination fees
- vi. Library fees
- vii. Development fee
- viii. Laboratory fees
- ix. Caution money
- x. Finishing School Fee
- xi. Entrepreneurship Fee
- xii. Fee for various clubs and associations
- xiii. Canteen Fee
- xiv. Hostel Fee
- xv. Placement Fee
- xvi. Industry Visit Fee.

The University can introduce other heads of fees from time to time, provided that the fee shall be fixed in the spirit of Section 36(10)(b) of the Act.

- (2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- (3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- (4) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Governing Body or board of management from time to time and will be made available to the students along with the prospectus for the concerning session.

## **STATUTE NO. 25**

### **Administration of Endowments for the Award of Fellowships, Scholarships, Medals and Prizes in the University**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4)
  - i. The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.
  - ii. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.

- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to specific endowments will be given by the Board of Management.

## **STATUTE NO. 26**

### **Convocation**

- (1) Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

## **STATUTE NO. 27**

### **Admission of Students**

- (1) Admission to various courses shall be on merit and shall be governed by the procedure as prescribed in the Ordinance for the concerned course.
- (2) The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/ test conducted by different State/ National / Professional Bodies.
- (3) The University shall admit the students, from the students who are poor and/or weaker section of Society and/or have excellent performance in non academic areas like Sports & Games, Music, Dances , Cultural activities and/or the students based on domiciled in Madhya Pradesh as per the policy of the Central / State Government.

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- (4) Reservation of seats for SC/ST/OBC and other categories shall be as per the notified Rules of the State Government for private self-financed Universities.
- (5) If any reserved seats remain vacant on the day of counseling, the seat will be converted to general category on the basis of merit.

### **STATUTE NO. 28**

#### **Annual Report**

- (1) The Annual Report of the University shall be prepared by the Board of Management.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report prepared under Sub-section (1) shall be presented to the Visitor, the Regulatory Commission and to the sponsoring body after approval by the Governing Body.

### **STATUTE NO. 29**

#### **Resignation**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

### **STATUTE NO. 30**

#### **Action Against Teachers**

Where there is an allegation of misconduct or under performance against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, However, for taking actions to the

1. extent of termination of the teacher concerned, the Vice chancellor shall report the matter to Governing Body whose decision will be final.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

### **STATUTE NO. 31**

#### **Action against Non-Teaching Employees**

- (1) Where there is an allegation of misconduct or under performance against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.  
However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

### **STATUTE NO. 32**

#### **Service Rule of Employees**

- (1) A Service Rule will be created for Employees which will be followed by All Employees ( both Teaching and Non Teaching Employees ) which will elaborate various condition of employment.
- (2) Service Rule will be created by the Board of Management and will be approved by the Governing Body.
- (3) Service Book will be confidential and accessible only to the employees of the University.

**STATUTE NO. 33****Standard Operating Procedure**

- (1) The Board of management may create a Standard Operating Procedure at any time, if it feels that it will help to increase the efficiency of the University.
- (2) The Standard Operating Procedure will be created for Employees which will be followed by All Employees (both Teaching and Non-Teaching Employees) which will elaborate various procedure of operation..
- (3) The Standard Operating Procedure will be created by the Board of Management and will be approved by the Governing Body.
- (4) The Standard Operating Procedure will be confidential and accessible only to the employees of the University.